



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SPECIAL INVESTIGATOR

Sacramento / Los Angeles

Permanent — Full-time

CalBRE has an opening for a Special Investigator in its Case Management Office in Sacramento or Los Angeles. The location of the position will be determined based on the best qualified applicant that is interviewed and selected. The office is located at 1651 Exposition Blvd., Sacramento, 95815. The Los Angeles district office is located at 320 West 4th Street, Suite 350 in Los Angeles. This position is permanent, full-time.

Duties of the position include:

- Utilize an assigned Personal Computer and various software applications, store, maintain and prepare documents for referral for case opening, follow-on investigation, or subsequent formal disciplinary action. If potential violations have been identified, prepare a concise PC review report in EIS, presenting key information necessary for an Enforcement manager to determine whether an investigation is warranted and a case should be opened. Compile and/or request pertinent information and potential evidence. When appropriate, prepare a PC investigative report, outlining the basic facts of the complaint. Utilize EIS to document PC investigative activities, conduct real estate license checks and obtain information on prior complaints, utilize investigative tools, and use the Internet to access other governmental websites, review respondents' websites and perform various record and data searches to complete PC investigations.
- Communicate orally and in writing with consumers and licensees, respond to and initiate inquiries by telephone and in person for matters involving complaints submitted to the Bureau. Engage in public speaking, confer with other Bureau Enforcement staff, and assist other governmental and law enforcement agencies as warranted.
- Prepare end of month reports, travel mileage logs, and daily activity reports. Accurately report one's time and activities in EIS. Provide training, attend administrative meetings, and consult and communicate with various levels of staff, as needed.

Required /Desirable qualifications:

- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate laws and regulations.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports that detail deficiencies and clearly affirm expectations.
- Ability to work under pressure and within mandated timeframes.
- Ability of understanding the laws administered by CalBRE.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.

Salary: Range A \$4019-4752 Range B \$4588 - 5690 Range C \$5035-6258

Who may apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. This position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830). All methods of appointments, including Training and Development (T&D) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility] in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA# 623-004 along with the classification and position number of this position, on your application in order for it to be considered. Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: August 10, 2015

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.